



Department of Purchasing & Contract Compliance

July 31, 2013

Re: 13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013

Dear Proposers:

Attached is one (1) copy of Addendum 5, hereby made a part of the above referenced 13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Charlie Crockett

Charlie Crockett
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



130 Peachtree Street, S.W., Suite 1168 • Atlanta, GA 30303 • (404) 612-5800

13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013
Addendum No. 5
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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- Attached Required Submittal Checklist

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Thursday, August 8, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 5, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

REQUIRED PROPOSAL SUBMITTAL CHECKLIST

The following submittals shall be completed and submitted with each proposal (see table below “Required Proposal Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD’s as required in Section 3.1.2 of the RFP.

Item #	Required Proposal Submittal Check List	Check (√)
1	One (1) Proposal marked “ Original ”, five (5) CD’s	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i>	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit (s) (Not Applicable for the project)	
4	Technical Proposal (submitted in a Separate sealed envelope)	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum (submit with Technical Proposal)	
8	Executive Summary Technical Approach/Detailed Work Plan Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Disclosure Form and Questionnaire	
9	Purchasing Forms Form A: Certificate Regarding Debarment Form B: Non-Collusion Affidavit of Bidder/Offer or Form C: Certificate of Acceptance of Request Proposal	

	<p>requirements</p> <p>Form D: Disclosure Form & Questionnaire</p> <p>Form G: Professional License</p> <p>Form H: Local Preference Affidavit of Bidder/Offeror (not applicable for this project)</p>	
10	<p>Office of Contract Compliance Requirements (separate envelope)</p> <p>Exhibit A: Promise of Non-Discrimination</p> <p>Exhibit B: Employment Record</p> <p>Exhibit C: Schedule of Intended Subcontractor Utilization</p> <p>Exhibit D: Letter of Intent to Perform as Subcontractor</p> <p>Exhibit E: Declaration Regarding Subcontractor Practices</p> <p>Exhibit F: Joint Venture Disclosure Affidavit</p> <p>Exhibit G: Prime Contractor/Subcontractor Utilization Report</p> <p>Equal Business Opportunity Plan (EBO Plan)</p> <p>Exhibit H – First Source Jobs Program Information Form 1</p> <p>Exhibit H – First Source Jobs Program Agreement Form 2</p>	
11	<p>Evidence of Insurability, proposer must submit one (1) of the following:</p> <p>Letter from insurance carrier</p> <p>Certificate of Insurance</p> <p>An umbrella policy in excess of required limits for this project</p>	
12	<p>Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each</p>	
13	<p>Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer (If applicable)</p>	
14	<p>Verify Professional License and attach a copy of the print out for each Bidder/Proposer (If applicable)</p>	